

## ***Vendor Information***



## ***Vendors***

A vendor is any entity that has a financial transaction with ARS either by giving or receiving funds. Examples include Federal employees, commercial firms, universities, non-government individuals, or other federal agencies. In order to have any monetary transaction complete in FFIS, the vendor must have a valid remittance address in the VEND Table.

### ***What is a Vendor ID?***

The Vendor ID consists of eleven positions. For commercial vendors, the first nine positions (no spaces or dashes) are the vendor's Tax Identification Number (TIN). The 10th and 11th positions are suffixes. When establishing the initial record in VEND, position ten should be blank and position eleven, Alternate Address Code, should be 'A.' Different Alternate Address Codes B-Z (less alpha I and O) may be assigned if a single vendor requires multiple remittance addresses. This accommodates 33 additional addresses. If there are more than 34 addresses for a vendor, additional VIDs can be created by using a suffix in position ten.

For a Federal employee pay rolled by NFC, the vendor code consists of the Social Security Number (SSN) in the first 9 positions, an "E" in the 10th position. The address code in the 11th position can be an "S" for salary address, "R" for residence address, "T" for T&A contact points, "I" for payments requiring a 1099 income statement, or "Z" for travel EFT accounts reimbursements. Vendor codes for "S" and "R" addresses are already resident in the FFIS Vend Table. The others have to be added as needed. The vendor type for pay rolled employees is always "E".

Note: Adding Federal employees pay rolled by NFC can only be done by NFC-FOB. Requests must be sent through the COMT table.

### ***Who has Access to add a Vendor?***

Each Area Office has a Vendor Coordinator and designated back up.

### ***When to Search for Vendors***

Verify that a vendor is in the VEND table for each spending transaction involving outgoing and incoming funds including, but not limited to, procurement, contracts, grants, agreements, trust funds, and non-government travelers.

When preparing any supporting document for a spending activity, you must ensure that the vendor is reflected in the VEND table with appropriate remittance address.

You do not have to look up a vendor when using your Government Purchase Card. All Purchase Card transactions feed nightly into FFIS. All PCMS transactions have the Bank of America as the Vendor. Since FFIS recognizes the Bank of America as the vendor, and Bank of America already resides in the VEND Table, there is no need to look it up.

## ***Searching for Vendors by Name***

There are times when searching by vendor names is necessary. For instance, when searching for a Federal Agency and you do not have the VID. The VID entries for Federal Agencies are made up from their Agency Location Code (ALC). So federal agencies will have VIDs that are very similar (for a downtown location) and many that can be different (spread throughout the United States). Search for a Federal Agency by name using the VNAME table. The VNAME table brings up all the Agency's addresses for you to review. This can also be helpful for other types of vendors where you do not have the TIN and there are many addresses (for example, Federal Express). There are some drawbacks when using VNAME. The drawbacks are:

- ✘ If you search for a vendor by the vendor name (VNAME), you may have to search more than once, using different variations of the name (example: IBM, I.B.M., or International Business Machines).
- ✘ Unless you have been granted employee rights, your search in VNAME will show blanks in-between your vendors and an error message for those blank entries (error: "\*S304 ACTION NOT AUTH FOR SEC1") at the bottom of the screen. These blanks are for employees in the system. In order to find the vendor name, you need to scroll through these to get to your vendor. For instance, if you start with "M" and you are searching for McDonald's, you need to scroll through all the vendors (alphabetically) and all the intermittent blank employee screens.
- ✘ When using VNAME, you still need the TIN to verify that you have the right vendor. Sometimes two companies can have the same name, but a different TIN. For example, there are many McDonald's, each independently franchised and each has a different TIN. Therefore, search using the VEND Table and the company TIN for the quickest and least frustrating method to find the VID. When you search and find your vendor, it is very important to verify the vendor's remittance address and TIN in the FFIS VEND Table.

## ***Preferred Method for Vendor Searches***

- ✘ The best way to search for a "commercial" vendor is in the VEND Table using the Taxpayer's ID (TIN). This calls up each remittance address available in the system for that vendor. When you search by the TIN, you only search once because TIN numbers are unique.
- ✘ A vendor may have more than one VID in the system. If a vendor has more than one remittance address, it will have more than one VID. Example: VID 123456789 A and/or VID 123456789 B. Select the VID for the remittance address associated with the transaction as noted by the vendor.

## Researching Vendor Information

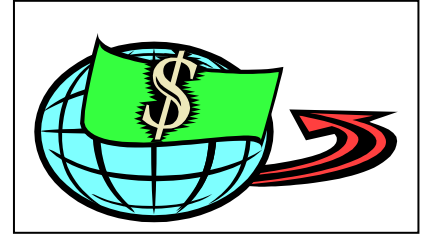
The table below provides detailed information on which table to use when searching for information.

If you know...	and want to know...	go to this FFIS Table...
Vendor Code, Remittance Address	Is the vendor in FFIS?	VEND
Vendor Name and Address	Vendor Code	VNAM
Vendor Code, Payment Voucher Document ID	Vendor Name, Address, Schedule Date, Closed Date, Vouchered Amount, Closed Amount (disbursed), In Transit Amount (submitted but not yet confirmed as paid by Treasury)	PVHT
Vendor Code, Payment Voucher Document ID, Line Number	Vendor Invoice, Invoice Date, Line Amount, Closed Amount (disbursed), Disbursed Amount, In Transit Amount (submitted but not yet confirmed as paid by Treasury), Reference Document ID, Transaction Type, Accounting Distribution	PVLT
Obligation Document ID	Payable Document ID, Amount	DXRF
Payable Document ID	Obligation Document ID, Amount	DXRF
Vendor Code	All documents entered against the selected vendor, Amount	VXRF
Check Number	Vendor Name, Payment Address, Check Total, Check Date	CHKH
Check Number	Payment Voucher Document IDs, Line Amounts, Check Date of all Payment Vouchers included on a specific check	CHKL
Fiscal Year, Schedule Category, Type, Number, Payment Sequence Number, Disbursing Office	Payee, Payment Amount, Payment Date, Bank Information	EFTH
Fiscal Year, Schedule Category, Type, Number, Payment Sequence Number, Disbursing Office	Payment Voucher, Travel Advance Number, Line Number, Record Type, Payment Amount	EFTL
Vendor Code, Vendor Invoice Number, Invoice Date	Document IDs and Check Numbers for all confirmed payment against a specific invoice	IVCH
Vendor Code, Document ID of Payment Voucher	Check Number associated with the voucher, Amount	VCHK
Vendor Code, Document ID, Line Number of a Payment Voucher or Travel Advance Line	Treasury Schedule Number, Amount, Confirmation Status, Interest and Discount amounts of all disbursements against a payment voucher	VXDD

<b>If you know...</b>	<b>and want to know...</b>	<b>go to this FFIS Table...</b>
Document ID	Where is a payment related transaction in the processing chain?	DXRF
Vendor Code, Document ID of Payment Voucher	What is the status of a payment document?	PVHT
Vendor Code, Document ID of Payment Voucher	Has a payment voucher been disbursed?	PVHT
Vendor Code, Document ID, Line Number of Payment Voucher	Has a payment voucher been disbursed, confirmed, or backed out?	VXDD
Payment Sequence Number	What vouchers were paid on a specific EFT payment?	EFTH
Payment Sequence Number	What was the dollar amount of each transaction included on a given EFT payment?	EFTL
Check Number	What vouchers were paid on a specific check?	CHKH
Check Number	What is the status of a check?	CHKL
Vendor Code, Vendor Invoice Number, Invoice Date	What are the Document IDs and Check Numbers for all confirmed payments against a specific invoice?	IVCH
Vendor Code, Document ID of Payment Voucher	What is the Check Number associated with the payment voucher and amount?	VCHK
Schedule Number	What is the amount being paid on a specific schedule?	TSCH
Schedule Number	What specific vouchers appear on the schedules?	TSCL
Schedule Number, Vendor Code, Document ID of Payment Voucher	What are the corresponding amounts and associated check numbers?	TSCL
Schedule Number, Vendor Code, Document ID of Payment Voucher	How do you find check numbers?	TSCL
Schedule Number, Check Number	What is the status of a canceled check?	CXLT
Calendar Year, Vendor Code	Where do you find the total disbursed amount for a 1099 vendor for a calendar year?	VPYA
Check Number	Has a check canceled for replacement been replaced yet?	REPL
Schedule Number, Payment Sequence Number	Has an EFT payment canceled for replacement been replaced yet?	ERPL

## Wire Transfer/Electronic Transfer

Two methods can be used depending on the vendor. The vendor should give the information below to their bank...



### 1) Preferred method (electronic transfer)

Receiver FI: 021030004 TREAS NYC

Beneficiary: 12400001

Beneficiary Information: ARS 194-6402-921, J Bryson 662-686-5202 (example)

(This is made up of ARS plus the accounting code, plus the ARS contact person and phone#)

### 2) Second method (ACH transfer-Bank 1 in Chicago)

Receiver ABA: 071000013

Receiver Account: 1113305

Lock Box #: 70792

Sender Name: ChemQuest (example)

Invoice Information: ARS 194-6402-921, J Bryson 662-686-5202 (example)

(This is made up of ARS plus the accounting code, plus the ARS contact person and phone#)

SWIFT Code: FNBCUS33

Additional Info:

Bank One

300 S. Riverside

16<sup>th</sup> Floor

IL 10248

Chicago, IL 60606

Account name: U.S. Department of Agriculture, National Finance Center



*The sender should apprise us of when they do the electronic transfer. Then we will give NFC a call so they can be watching for it.*